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From: Hebert, Suzana (EHS)
Sent: Thursday, January 10, 2013 10:37 AM
To: /o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Barbara.Daley;
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=CSimone;
/o=Commonwealth of Massachusetts/ou=MassMail-01/cn=Recipients/cn=Jill.Watts;
Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah,
Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia
(DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Cabral, Randal (DPH); Calvagna,
Patricia (DPH); Cambria, Marguerite (DPH); Carey, Lisa (DPH); Carson, Susan (MED);
Casaletto, Linda (DPH); Cash, Steve (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe
(DPH); Chen, Karen (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi
(DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz,
Carol (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado,
Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Dooley, Jacqueline
(DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi,
Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson,
Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce
(DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant,
Latania (DPH); Lancto, Denise (DPH); McCollem, Tom (EHS); McCue, Terry (DPH);
McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina
(DPH); McVarish, Marianne (DPH); Mendes, Marjorie (DPH); Muzhutheft, Paul (DPH);
Nguyen-Vu, Elizabeth (DPH); O'Brien, Elisabeth (DPH); O'Connell, Kathy (DPH);
O'Connor, Ron (DPH); Penrose, Kate (DPH); Phillips-Scott, Sadie (DPH); Prendergast,
Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley,
Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della
(DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie
(DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Thompson, David (DPH); Tyson,
Julie (DPH); Walker, Patricia (DPH)
Cc: Shetler, Christopher (EHS); Shelley, Keenan (EHS); Cormier, Carol (EHS)
Subject: Adjustment for Use or Lose hours taken on 12/31/2012

Importance: High

Hi Everyone,
We have received several emails and phone calls regarding use or lose hours used on December 31, 2012 being taken
from the January 1, 2013 balances.

HR Payroll is going to make an adjustment on the time sheet using the date of January 1st to plus the hours back into the
balances, using the reporting codes of PER+ or VAC+.

Please share this email with employees within your units the PER+ and VAC+ should not be changed or removed by
anyone other than someone within the payroll unit.

Thank you
Suzana, Chris and Keenan